

Date: **26 October 2021**

To: **All Bidders**

From: **International Development Law Organization, Headquarters Procurement Unit**

Subject: **ITB NO. UA_2021_002 Video Production Services**

Clarifications Letter No: 2

Reference is made to IDLO ITB NO. UA_2021_002 issued on 13 October 2021 for the procurement of **Video Production Services**.

Please find hereunder the queries received and IDLO's response to them.

1. **Question: *Could you please advise if the delivery terms of 60 days is the target completion timeline for all required videos?***

IDLO Answer:

Yes. As stated in the in the Annex A, point 6. "Delivery Terms", Services will be delivered within 60 days after receipt of PO or contract from IDLO. For more details, please refer to Annex C, paragraph F. "Milestones and Scope of Payment".

2. **Question: *Is it possible to review at least one script of the case, in order, to understand the workload of it?***

IDLO Answer:

All the necessary information on technical specifications of the assignment available at the current stage, is provided in the Annex C, paragraph D. Specifications. Please also refer to the Reference Video Links provided in the Annex C, paragraph C as well as to the Paragraph I. "Annexes to the TOR".

3. **Question: *In the tender documentation it is mentioned that the awarded Contractor may come to the Client's premises. What is the address of your office?***

IDLO Answer:

As stated in the Annex C, paragraph G. "Work Location", the Work will be performed at the Contractor's premises. The Contractor shall be available to attend meetings at the IDLO Ukraine office as IDLO may reasonably request. That means that the awarded Contractor will be notified by IDLO if such meeting is required and correspondently informed on the address details.

As stated in the Annex G, the Place of Services' Delivery is IDLO Ukraine County Office, Kyiv.

For your consideration while preparing your response to the above mentioned ITB. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.
Headquarters Procurement Unit IDLO